

| UNCLASSIFIED   |                                | CONFIDENTIAL      | SECRET         |
|--|--------------------------------|-------------------|----------------|
| <p align="center"><b>CENTRAL INTELLIGENCE AGENCY<br/>OFFICIAL ROUTING SLIP</b></p> |                                |                   |                |
| TO   | NAME AND ADDRESS               | INITIALS          | DATE           |
| 1  | Chief, TAS<br>1705 Alcott Hall |                   |                |
| 2  |                                | <i>MS</i>         | 1/27/58        |
| 3  |                                | <i>TD</i>         | 2/3/58         |
| 4  |                                | <i>- our file</i> |                |
| 5  |                                |                   |                |
| 6  |                                |                   |                |
| ACTION   |                                | DIRECT REPLY      | PREPARE REPLY  |
| APPROVAL   |                                | DISPATCH          | RECOMMENDATION |
| COMMENT  |                                | FILE              | RETURN         |
| CONCURRENCE  |                                | INFORMATION       | SIGNATURE      |

**Remarks:**

Fred:

Attached is draft of Employee Suggestion Program which was concurred in by Office of General Counsel, Management Staff, and yourself.

*2 to 3 For your info. suggest it be filed.*

FOLD HERE TO RETURN TO SENDER

| FROM: NAME, ADDRESS AND PHONE NO. | DATE    |
|-----------------------------------|---------|
| OL/Admin                          | 1-22-58 |

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D-R-A-F-T

*Procedure*  
26 Nov 1957

MEMORANDUM FOR: Chief,   
FROM: Chief, Supply Division, OL  
SUBJECT: Employee Suggestion Program

*Logistics*

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1. GENERAL

This memorandum prescribes policy, procedures, and responsibilities in the establishment and administration of an Employee Suggestion Program.

2. POLICY

- a. This Office encourages employee participation in the Employee Suggestion Program and provides monetary awards in recognition of approved suggestions for improvements in the fields of efficiency, inventions, security, working conditions, safety, morale, and procedures. No award may be made, however, to any employee for a suggestion where the responsibility for the design and implementation of improvements represent a part of the normal requirements of the duties of his position.
- b. All employees shall be eligible to receive awards under the Suggestion Program outlined herein. An employee serving on the Employee Suggestion Panel will absent himself from the panel whenever a suggestion he originated is being considered.
- c. Security considerations dictate limits to overt forms of recognition; consequently, awards will be granted in a manner consistent with normal security practices and special security considerations.

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SUBJECT: Employee Suggestion Program

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### 3. MONETARY AWARDS

- a. By law, monetary awards generally may not exceed \$5,000. Within this limitation, monetary awards will be granted for tangible and intangible benefits. (See Attachments 1 and 2 for use as a guide in recommending the amount of an award.)
- b. If an employee submits a suggestion which is considered to have applicability to other departments of the Government, an inter-departmental award may be granted based upon the adoption of its use by other Government departments.

### 4. NON-MONETARY RECOGNITION

Upon headquarters approval, recognition in the form of a letter of appreciation for improvements outlined in 2a may be granted where circumstances are warranted, and this type of recognition is determined to be more appropriate than a monetary award.

### 5. RESPONSIBILITIES

- a. The Chief, Supply Division shall be responsible for:
  - (1) Serving as the sole point of contact for communications directed to or from the
  - (2) Designating an Employee Suggestion Panel to consist of not less than three (3) qualified depot employees.
  - (3) Appointing a Chairman of the Employee Suggestion Panel.
  - (4) Providing an endorsement for each evaluation received and forwarding the suggestion file to the Headquarters Suggestion Awards Committee for approval or disapproval.

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SUBJECT: Employee Suggestion Program

- b. The Depot Employee Suggestion Panel shall be responsible for:
- (1) Evaluating suggestions received and forwarding suggestions and evaluations to the Chief, Supply Division.
  - (2) Maintaining adequate records for the Suggestion Program.
  - (3) Establishing and maintaining internal operating procedures consistent with security considerations involved in the Suggestion Program.

6. FUNDING

Payment for awards will be accomplished from funds available to the Headquarters Suggestion Awards Program. Upon approving the payment for an award, the Chairman, Suggestion Awards Committee shall furnish the Chief, Supply Division a check for payment of the award and pertinent information regarding the issuance of and receipt for award.

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ATTACHMENT NO. 1

SCALE OF CASH AWARDS

1. FOR TANGIBLE BENEFITS:\*

| <u>Savings</u>          | <u>Cash Award</u>   |
|-------------------------|---|
| \$ 1.00 to \$ 200.00    | \$10.00   |
| 201.00 to 1,000.00      | \$10.00 for 1st \$200 in savings;<br>\$5.00 for each additional \$100 or<br>fraction thereof.     |
| 1,001.00 to 10,000.00   | \$20.00 for 1st \$1,000 in savings;<br>\$5.00 for each additional \$200 or<br>fraction thereof.   |
| 10,001.00 to 100,000.00 | \$275 for 1st \$10,000 in savings;<br>\$5.00 for each additional \$1,000 or<br>fraction thereof.  |
| 100,001.00 or more      | \$725 for 1st \$100,000 in savings;<br>\$5.00 for each additional \$5,000 or<br>fraction thereof. |

\*NOTE: The amount of cash award shall normally be based on, but not necessarily limited to, the estimated savings for the first full year of operation following its adoption.

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ATTACHMENT NO. 2

SCALE OF CASH AWARDSFOR INTANGIBLE BENEFITS:

| Degree of Benefit | Extent of Application |           |           |            |             |
|-------------------|-----------------------|-----------|-----------|------------|-------------|
|                   | Limited               | Local     | Extensive | Broad      | General     |
| Slight            | \$ 10- 25             | \$ 25- 50 | \$ 50- 75 | \$ 75- 150 | \$ 150- 250 |
| Moderate          | 75-100                | 100-150   | 150- 200  | 200- 300   | 300- 400    |
| High              | 150-250               | 250-350   | 350- 450  | 450- 600   | 600- 750    |
| Exceptional       | 300-500               | 500-700   | 700-1000  | 1000-1500  | 1500-5000   |

The above chart and the following definitions were recently published in the "Incentive Awards Notes", an issuance of the U. S. Civil Service Commission.

DEGREE OF BENEFITSlight Benefit

- Minor modification of an operating principle or procedure, limited potential value.

Moderate Benefit

- Considerable modification of an operating principle or procedure, higher potential value.

High Benefit

- Complete revision of a basic principle or procedure, very high potential value.

Exceptional Benefit

- Initiation of a new principle or major procedure, such a contribution which substantially advances an important activity of the Department or makes a significant contribution to scientific knowledge.

EXTENT OF APPLICATIONLimited Application

- Affects the immediate work group or immediate associates.

Local Application

- Affects more than the immediate work area or associates but is within an installation or facility, or is in the public interest only in the locality.

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ATTACHMENT NO. 2  
(continued)

Extended Application

- Applicable to several installations or facilities, or is in the public interest in several localities or in a region.

Broad Application

- Applicable to many installations or facilities, or is in the public interest in several regions. May be applicable to all of a small independent agency or to an entire large bureau or constituent agency.

General Application

- Applicable throughout several large bureaus or independent agencies or a large Department or several Departments, or is in the public interest throughout the Nation or beyond.

It is well to note that because of the nature of intangible benefits, no guide can be so conclusive as to make the determination of appropriate awards an automatic and simple process. The final determination must still be arrived at by the application of your informed judgment, which should consider all influencing factors.

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